

**KINGS COUNTY SUPREME COURT
HELP CENTER – ROOM 122C
360 ADAMS STREET
BROOKLYN, NY 11201**

This summary will **BRIEFLY** describe how to file a Notice of Appearance. It is not intended to be a substitute for legal research or representation. **ANYONE INTERESTED IN BEGINNING A LAWSUIT IS STRONGLY ENCOURAGED TO SEEK LEGAL COUNSEL. THE HELP CENTER CANNOT PROVIDE YOU WITH LEGAL ADVICE OR COMPLETE FORMS ON YOUR BEHALF.**

HOW TO FILE A NOTICE OF APPEARANCE

Filing Instructions

1. Fill out the **Notice of Appearance** form. (See **Exhibit A.**)
2. Make at least 2 copies of both forms.
3. Have someone other than you, who is at least 18 years old and not a party to the action serve a copy of the **Notice of Appearance** form to the plaintiff(s) or attorney of the plaintiff(s) at the address shown on the Summons / Summons with Notice. (This can be done by regular mail.)
4. Ask the person who serves the forms for you to fill out the **Affidavit of Service** form. (See **Exhibit B.**) They should have it notarized and then give the original back to you.
5. File both original forms, stapled together, in the County Clerk's office (Room 189) at window #9. Make sure that the index number of the case is on all of the papers. Ask the County Clerk to stamp your copy of the papers to indicate that you have filed them.

EXHIBIT A

**INSTRUCTIONS: FILL IN THE BOX BELOW AND THE INDEX NUMBER. COMPLETE ALL
BLANKS IN ACCORDANCE WITH THE DIRECTIONS SET FORTH IN BOLD PRINT.**

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF KINGS

-----X

Index No. _____
[INSERT INDEX NUMBER]

_____,
[FILL IN NAME(S)] Plaintiff(s)

NOTICE OF APPEARANCE

- against -

_____,
[FILL IN NAME(S)] Defendant(s)

-----X

PLEASE TAKE NOTICE THAT the defendant(s) named below hereby appear in this
action **pro se** in the above entitled action and demands that a copy of the Verified Complaint
and all notices and other papers in this action be served upon the defendant(s) at the
address stated below.

Dated: _____, 20____

Yours,

[PRINT NAME, ADDRESS, PHONE #)

To: Plaintiff/Attorney(s) for Plaintiff:

**ATTORNEY FOR PLAINTIFF NAME,
ADDRESS AND PHONE NUMBER**

EXHIBIT B

AFFIDAVIT OF SERVICE
After Commencement of Litigation

Index No. _____/_____

_____ vs. _____

STATE OF NEW YORK, COUNTY OF KINGS ss:

_____ being sworn says, I am not a party to the action, am over 18
years of age, and reside at _____

On _____, 20 _____, I served a true copy of the following papers, _____

which are attached to this affidavit, in the following manner:

[CHECK ONE]

☐ **PERSONAL SERVICE**

By personally delivering the papers to: _____
[Person Served]
at _____
[Address]

The individual I served had the following: **[CHECK]**

☐ MALE ☐ FEMALE SKIN COLOR: _____ HAIR COLOR: _____
☐ 21-34 yrs. ☐ 35-50 yrs. ☐ 51-61 yrs. ☐ over 61 yrs.
☐ 120-150 lbs. ☐ 151-181 lbs. ☐ Over 182 lbs. Approximate Height: _____
Other Distinguishing Features: _____

☐ **MAIL**

By mailing the same in a sealed envelope with postage prepaid thereon, in a post office or official depository of the US.
Postal Service within the State of New York addressed to the last known address of the addressee(s) as indicated below:

☐ **OVERNIGHT DELIVER SERVICE**

By depositing the same with an overnight delivery service in a wrapper properly addressed. Said delivery was made prior
to the latest time designated by the overnight delivery service for overnight delivery. The delivery service used was

Name and Address of Person(s) served:

Sworn to before me on the

_____ day of _____, 20 _____

[SIGN BEFORE A NOTARY PUBLIC]

Notary Public

[PRINT YOUR NAME]